Task View

A new feature to Windows 10 is Task View. Task View displays all open apps and windows as tiles on your desktop, and you can choose which item to display or close. This feature is very helpful when you have multiple items open and want to select or close one.

**HOW TO: Use Task View**

1. Click the **Task View** button on the **Taskbar** (Figure Intro-17).
   - All open apps and windows display on the desktop (Figure Intro-18).

2. Select the app or window to open or close.
   - Click a tile to open an app. The app opens and Task View closes.
   - Click the **X** in the upper right corner of an app to close an app. Task View remains open when you close an app.

**Settings**

In Windows 10, the **Settings** window is the redesigned **Control Panel** (although the **Control Panel** is still available). The **Settings** window is where you change global Windows settings, customize the Windows environment, add devices, and manage your Microsoft account. Click the **Settings** button on the **Taskbar** or **Start menu** to open the **Settings** window (Figure Intro-19). The following categories are available in the **Settings** window:
• **System**: Display, notifications, apps, and power  
• **Devices**: Bluetooth, printers, and mouse  
• **Network & Internet**: Wi-Fi, airplane mode, and VPN  
• **Personalization**: Background, lock screen, and colors  
• **Accounts**: Your account, sync settings, work, and family  
• **Time & Language**: Speech, region, and date  
• **Ease of Access**: Narrator, magnifier, and high contrast  
• **Privacy**: Location and camera  
• **Update & Security**: Windows Update, recovery, and backup

MORE INFO

If you can't find an item in Settings, use the Search dialog box (Find a setting) in the upper right corner and type key words. If Settings is not available on the Taskbar, you can find it in the All apps list on the Start menu.

Action Center

The **Action Center** in Windows 10 provides a quick glance of notifications and buttons to open other commonly used settings and features in Windows. The Action Center displays notifications such as emails and Windows update notifications. Or you can click an action button to turn on or off features or open other windows or apps such as the Settings menu (All Settings button) or OneNote (Note button). Click the **Action Center** button on the right side of the Taskbar to open the Action Center pane on the right side of your screen (Figure Intro-20).

Using Office 2016

Office 2016 includes common software applications such as Word, Excel, Access, and PowerPoint. These applications give you the ability to work with word processing documents, spreadsheets, presentations, and databases in your personal and business projects.

Office 2016 and Office 365

Microsoft Office is a suite of personal and business software applications (Figure Intro-21). **Microsoft Office 2016** and **Microsoft Office 365** are the same software products; the difference is how you purchase the software. Office 2016 is
the traditional model of purchasing the software, and you own that software for as long as you want to use it. Office 365 is a subscription that you pay monthly or yearly, similar to how you purchase Netflix or Spotify. If you subscribe to Office 365, you automatically receive new versions of the software when they are released.

The common applications typically included in Microsoft Office 2016 and 365 are described in the following list:

- **Microsoft Word**: Word processing software used to create, format, and edit documents such as reports, letters, brochures, and resumes.
- **Microsoft Excel**: Spreadsheet software used to perform calculations on numerical data such as financial statements, budgets, and expense reports.
- **Microsoft Access**: Database software used to store, organize, compile, and report information such as product information, sales data, client information, and employee records.
- **Microsoft PowerPoint**: Presentation software used to graphically present information in slides such as a presentation on a new product or sales trends.
- **Microsoft Outlook**: Email and personal management software used to create and send email and create and store calendar items, contacts, and tasks.
- **Microsoft OneNote**: Note-taking software used to take and organize notes, which can be shared with other Office applications.
- **Microsoft Publisher**: Desktop publishing software used to create professional-looking documents containing text, pictures, and graphics such as catalogs, brochures, and flyers.

**Office Desktop Apps, Office Universal Apps, and Office Online**

*Office desktop apps* are the full-function Office 2016 or 365 programs installed on your computer (PC or Mac). Both Office 2016 and Office 365 are considered Office desktop apps. Because of the increased popularity and capabilities of tablets and mobile devices, Office software is also available for both tablets and smartphones. *Office universal apps* are the Office 365 programs that can be installed on tablets or other mobile devices. Office universal apps do not have the full range of advanced features available in Office desktop applications, but Office universal apps provide users the ability to create, edit, save, and share Office files using many of the most common features in the Office suite of programs.

**Office Online** is free online software from Microsoft that works in conjunction with your Microsoft account and OneDrive (Figure Intro-22). With Office Online, you can work with Office files online through a web browser, even on computers that do not have Office 2016 or 365 installed. This is a useful option when you use a computer at a computer lab or use a friend’s computer that does not have Office installed.

You can access Office Online from your OneDrive web page to create and edit Word documents, Excel workbooks, PowerPoint presentations, and OneNote notebooks. Office Online is a scaled-down version of Office 2016/365 and not as robust in terms of features, but you can use it to create, edit, print, share, and collaborate on files. If you need more advanced features, you can open Office Online files in Office 2016.
HOW TO: Create an Office Online File

1. Open an internet browser window, navigate to the OneDrive website (www.onedrive.live.com), and log in to OneDrive. If you are not already logged in to OneDrive, use the following steps.
   - Click the **Sign in** button, type your Microsoft account email address, and click **Next**.
   - Type your Microsoft account password and click **Sign in** to open your OneDrive page.

2. Click the **New** button and select the type of Office Online file to create (Figure Intro-23).
   - A new file is created and opens in the Office Online program.
   - The new file is saved in your OneDrive folder (both online and on your computer).

3. Rename the file by clicking on the file name at the top of the file, typing a new file name, and pressing **Enter** (Figure Intro-24).
   - You can also click the **File** tab to open the Backstage view, select **Save As**, and choose **Save As** or **Rename**.
   - Click the **OPEN IN [OFFICE APPLICATION]** button (for example OPEN IN EXCEL) to open the file in the Office desktop application (see Figure Intro-24).

4. Close the browser tab or window to close the file.
   - Office Online automatically saves the file as you make changes.

Open an Office Desktop Application

When using Windows 10, you open an Office desktop application by clicking the application tile on the **Start** menu or the application icon on the **Taskbar**. If your **Start** menu and **Taskbar** do not have the Office applications displayed, click the **Start** button, select **All apps**, and select **Word 2016**, **Excel 2016**, **Access 2016**, or **PowerPoint 2016** to launch the application (Figure Intro-25).

You can also use **Cortana** to quickly locate an Office desktop app (Figure Intro-26).
Office Start Page

Most of the Office applications (except Outlook and OneNote) display a Start page when you launch the application (Figure Intro-27). From this Start page, you can create a new blank file (for example a Word document, an Excel workbook, an Access database, or a PowerPoint presentation), create a file from an online template, search for an online template, open a recently used file, or open another file. These options vary depending on the Office application.

HOW TO: Use the Office Start Page

1. Open a file listed in the Recent area on the left side of the Start menu by clicking the file to open. The file opens in the working area of the Office application.
   - The Recent area on the left side of the Start page lists files you have recently used and files that are pinned to the Start page.

2. Open a new blank file by clicking the Blank [file type] tile (Blank workbook, Blank document, etc.) to the right of the Recent area.
   - You can also press the Esc key to exit the Start page and open a new blank file.

3. Open an existing file that is not listed in the Recent area by clicking the Open Other Workbooks link (Figure Intro-28). The Open area on the Backstage view displays.
   - Click the Browse button to open the Open dialog box where you can locate and open a file.
   - You can also select a different location, OneDrive or This PC, and select a file to open.

4. Open a template by clicking a template file on the right or searching for templates.
   - Search for a template by typing key words in the Search area on the Start page.
   - Click a link to one of the categories below the Search area to display templates in that category.
5. Pin a frequently used file to the Start page by clicking the Pin button.
   - The Pin button is on the right side of items listed in the Recent area and at the bottom right of templates displayed in the Templates area (to the right of the Recent area).
   - Pinned files display at the top of the Recent area.

MORE INFO
In Access, you have to open an existing database or create a new one to enter the program.

Backstage View
Office incorporates the Backstage view into all Office applications (including Office Online apps). Click the File tab on the Ribbon to open the Backstage view (Figure Intro-29). Backstage options vary on the different Office applications. The following list describes common tasks you can perform from the Backstage view:

- **Info**: Displays document properties and other protection, inspection, and version options.
- **New**: Creates a new blank file or a new file from a template or theme.
- **Open**: Opens an existing file from a designated location or a recently opened file.
- **Save**: Saves a file. If the file has not been named, the Save As dialog box opens when you select this option.
- **Save As**: Opens the Save As dialog box.
- **Print**: Prints a file, displays a preview of the file, or displays print options.
- **Share**: Invites people to share a file or email a file.
- **Export**: Creates a PDF file from a file or saves as a different file type.
- **Close**: Closes an open file.
- **Account**: Displays your Microsoft account information.
- **Options**: Opens the [Application] Options dialog box (for example Excel Options).

Office Help—Tell Me
In all the Office 2016/365 applications, Tell Me is the new help feature (Figure Intro-30). This new help feature displays the commands in the Office application related to your search. The Help feature in older versions of Office displayed articles describing the feature and how to use it. The new Tell Me feature provides command options that take you directly to a command or dialog box. For example, if you type PivotTable in the Tell Me search box in Excel, the results include the option to open the Create PivotTable dialog box, as well as other options such as Recommended PivotTables and Summarize with PivotTable.
1. Place your insertion point in the **Tell Me** search box at the top of the Ribbon (see Figure Intro-30).

2. Type key words for the command or feature for which you are searching.

3. Select an option from the list of displayed search results (Figure Intro-31).
   - When you select a search result, it may apply a command, open a dialog box, or display a gallery of command choices.

**ANOTHER WAY**

Alt+Q places the insertion point in the **Tell Me** dialog box.
The previous Help feature is still available in Office 2016/365. Press F1 to open the Help dialog box.

**Mouse and Pointers**

If you are using Office on a desktop or laptop computer, use your mouse (or touch pad) to navigate around files, click tabs and buttons, select text and objects, move text and objects, and resize objects. The following table lists mouse and pointer terminology used in Office:

**Mouse and Pointer Terminology**

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
</table>
| Pointer    | When you move your mouse, the pointer moves on your screen. A variety of pointers are used in different contexts in Office applications. The following pointers are available in most of the Office applications (the appearance of these pointers varies depending on the application and the context used):  
  - **Selection pointer**: Select text or an object.  
  - **Move pointer**: Move text or an object.  
  - **Copy pointer**: Copy text or an object.  
  - **Resize pointer**: Resize objects or table columns or rows.  
  - **Crosshair**: Draw a shape. |
| Insertion point | The vertical flashing line indicating where you type text in a file or text box. Click the left mouse button to position the insertion point. |
| Click      | Click the left mouse button. Used to select an object or button or to place the insertion point in the selected location.                      |
| Double-click | Click the left mouse button twice. Used to select text.                                                                                        |
| Right-click | Click the right mouse button. Used to display the context menu and the mini toolbar.                                                          |
| Scroll     | Use the scroll wheel on the mouse to scroll up and down through your file. You can also use the horizontal or vertical scroll bars at the bottom and right of an Office file window to move around in a file. |

**Touch Mode and Touch Screen Gestures**

The new user interface in Windows 10 and Office 2016 has improved touch features to facilitate the use of Windows and the Office applications on a tablet computer or smartphone. On tablets and smartphones, you use a touch screen rather than using a mouse, so the process of selecting text and objects and navigating around a file is different from a computer without a touch screen.
In Office 2016/365, **Touch mode** optimizes the Office working environment when using a computer with a touch screen to provide more space between buttons and commands. Click the **Touch/Mouse Mode** button on the **Quick Access** toolbar (upper left of the Office app window) and select **Touch** from the drop-down list to enable **Touch** mode (Figure Intro-32). To turn off **Touch** mode, select **Mouse** from the **Touch/Mouse Mode** drop-down list.

### MORE INFO

The **Touch/Mouse Mode** button displays on the **Quick Access** toolbar when using a touch-screen computer.

The following table lists common gestures used when working on a tablet or smartphone (these gestures vary depending on the application used and the context):

### Touch Screen Gestures

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Used To</th>
<th>How To</th>
</tr>
</thead>
</table>
| Tap     | Select text or an object or position the insertion point. Double tap to edit text in an object or cell. | ![Tap gesture](image)
| Pinch   | Zoom in or resize an object. | ![Pinch gesture](image)
| Stretch | Zoom out or resize an object. | ![Stretch gesture](image)
| Slide   | Move an object or selected text. | ![Slide gesture](image)
| Swipe   | Select text or multiple objects. | ![Swipe gesture](image)

### MORE INFO

Window 10 has a **Tablet mode** that optimizes all of Windows and apps for touch screens. When you turn on the **Tablet mode** feature in Windows, the **Touch mode** in Office apps turns on automatically. Click the **Action Center** button on the Windows **Taskbar** and click the **Tablet mode** button to turn on this feature in Windows.